

Dodgeville Housing Authority (DHA) Minutes, January 20, 2021

Present via Zoom: Commissioners Terry Edwards, Tom DeVoss, Jeff Grayson and representing Allegiant Property Management, Cindy Knutson. Commissioners absent: Jeff Thomas and John Ziehr.

Chairman Edwards called the meeting to order at 10:00 a.m. Tom DeVoss made the motion, Jeff Grayson second, to approve the Certification of Public Notice and Agenda. Motion passed unanimously.

Terry Edwards presented the minutes from the December 16, 2020 meeting. Jeff Grayson made the motion, Tom DeVoss second, to approve the minutes as presented. Motion passed unanimously.

Cindy Knutson presented the financial reports for December, 2020. Tom DeVoss made the motion, Jeff Grayson second, to approve the reports as presented. Motion passed unanimously.

The following was reviewed under New Business:

- Cindy Knutson provided the Section 8 program update. The Commissioners reviewed three reports: 1. Unit counts report. 2. Success rate report. 3. Average voucher payment report. DHA currently has 53 lease-ups (down one from last month) and no vouchers outstanding (the same as last month). The waiting list has been scrubbed, resulting in two clients on the waiting list compared to 18 last month. Cindy also reviewed the two-year tool process with the commissioners.
- Terry Edwards made the motion, Tom DeVoss second, to reimburse Jeff Grayson \$1,679.93 for expenses incurred in preparing Covid-19 assistance packages for our clients. Motion passed with Jeff Grayson abstaining.
- Jeff Grayson made the motion, Tom DeVoss second, to accept, with regret and thanks, the resignation of Jeff Starr as a Commissioner. Jeff has changed jobs and no longer has the time to devote to DHA. Chairman Edwards emphasized Jeff's commitment to low- and moderate-income populations in the community and said his presence will be missed on the board.
- Tom DeVoss made the motion, Jeff Grayson second, to amend our by-laws to set the terms of commissioners for five years. Additionally, the expiration of Terry Edwards' term is to be extended to 2025 to provide balance as commissioner's terms end. Motion passed unanimously.
- Cindy Knutson informed the board the accounting firm Johnson, Block and Co., has started the City of Dodgeville audit and has requested DHA information, which she has provided. Additionally, Cindy reported she is working on the WEAC report required by HUD which has a 3-31-21 deadline. Commissioner Edwards asked Cindy to confirm at the next meeting that the SF-424 HUD form was submitted by the 1-15-21 deadline.

The following was reviewed under Old Business:

- Jeff Grayson is working with the City of Dodgeville to obtain a list of multiple unit landlords we can use to assist our clients. City personnel are checking with the city attorney to determine if this list can be released to DHA.

- The board reviewed progress on COVID-19 assistance boxes to be delivered to our clients using CARES Act Funding. Jeff Grayson, along with his wife Janice, have delivered 24 boxes, with five boxes remaining to be delivered at this time. Letters have been mailed to 29 clients we were not able to reach by phone and 10 have responded. The board reached a consensus to use any boxes remaining as a welcome gesture to new clients until our supplies are exhausted. The board, also by consensus, encouraged Cindy to have Allegiant Property Management bill DHA for any extra time and expenses incurred from the Covid-19 assistance project.
- Further uses of CARES Act Funding was discussed with no action taken. Cindy will check on the expiration dates of the use of this funding and report back at the February meeting.

The next meeting of DHA will be held Thursday, February 18 at 10:00 a.m. via Zoom. There being no further business, Tom DeVoss made the motion, Jeff Grayson second, to adjourn the meeting at 11:10 a.m. Motion passed unanimously.

Respectfully submitted – Terry Edwards, Acting Secretary